

UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT



VACANCY ANNOUNCEMENT

April 4, 2019

Reference No.: FY 19-20

Position Title:	Education Intern (Temporary Summer Position)
Location:	Thurgood Marshall U.S. Courthouse, Headquarters Library, New York, NY
Salary Range:	\$18 to \$25 per hour <i>Salary commensurate with experience, qualifications, and education</i>
Closing Date:	Open Until Filled
Start Date:	ASAP

Position Overview: The Second Circuit Library seeks a creative, energetic, detail-oriented Education Intern to join our research and information services team. The Education Intern will be responsible for creating and presenting a variety of educational programs for court visitors and the public, under the direct supervision of the Head of Research and Education. Responsibilities will also include working on a variety of special programs and projects.

Required Qualifications: Bachelor's or Master's Degree (or in process) in a field related to education, history or science, or Bachelor's Degree in an unrelated field but experience in a related field. Some Education coursework completed, or some teaching experience. Responsible, reliable, flexible, good-humored. Excellent written and oral communication skills. Able to work independently as well as with others. Applicants must be able to work at least 15 hours per week from Monday through Friday, 8:30 AM – 5:00 PM. More than one position may be filled.

Conditions of Employment: Must be a U.S. citizen or lawful permanent resident seeking U.S. citizenship. Positions with the U.S. Courts are excepted service appointments, which are "at will" and may be terminated with or without cause. All interns are subject to strict confidentiality requirements. The applicant(s) selected for the position will be brought on provisionally pending the results of a background investigation. Direct deposit of pay is required.

To Apply: Please submit a cover letter and resume as a single PDF attachment by email to resumes@ca2.uscourts.gov, subject line: Education Intern, Reference No. FY 19-20. **When saving your documents as one PDF, it is important to name the file using only your firstname_lastname.** Your cover letter should include your availability and best means of contacting you. Incomplete applications will not be considered. Only candidates selected for an interview will be notified. No phone calls, please.

THE UNITED STATES COURT OF APPEALS FOR THE SECOND CIRCUIT IS AN EQUAL OPPORTUNITY EMPLOYER.